

Description: This is a beginner's course and aims to give the new spreadsheet user a thorough grounding in the basics of creating and working with a spreadsheet.

Prerequisites: Excel Basics assumes little or no knowledge of the software. However it would be beneficial to have a general understanding of personal computers.

Spreadsheet Concepts	<ul style="list-style-type: none"> • Introduction to the Excel environment • Overview of basic components
Working in the Worksheet	<ul style="list-style-type: none"> • Navigation techniques • Entering text, numbers
Editing	<ul style="list-style-type: none"> • Selection techniques • Clearing cell contents • Changing cell contents • Insert/delete/hide columns and rows • Alter the width of columns and height of rows • Copy and paste
Excel Calculations	<ul style="list-style-type: none"> • Working with ranges • Creating formulas • Introduction to Excel functions (SUM, AVERAGE, MAX, MIN, COUNT)
Data Presentation	<ul style="list-style-type: none"> • Cell formatting options • Cell alignment
Printing	<ul style="list-style-type: none"> • Page setup options
Working with a Workbook	<ul style="list-style-type: none"> • Inserting, deleting and renaming sheets • Moving and copying sheets
Cell Referencing	<ul style="list-style-type: none"> • Using absolute and relative referencing in formulas

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